

Minutes of Waukesha County Airport Operations Commission

October 13, 2010

Chairman Crowley called the meeting to order at 6:00 p.m. Reminder: November meeting will be at 8 a.m.

Commissioners Present: Crowley, Schoepke, Bluemke, and Falstad. Absent: Richards

Others Present: Val Ramos- Airport Administration, Keith Markano- Airport Manager, Kurt Stanich-Airport Operations, and Harry Becker- Manager Atlantic Aviation.

Approve modify meeting minutes of Minutes of September 8, 2010

MOTION: Falstad moved with second by Bluemke to approve September 8, 2010 minutes. Motion carried.

Chairman Crowley greeted Mr. Becker, the only public representation at tonight's meeting.

Public Comment/Correspondence – Mr. Markano received an e-mail from Mr. Becker regarding the BPPP event at airport the weekend of Sept 18th. BPPP feedback was very good. They complimented on the controllers, presentation of the airport and the airport itself. Overall it was a very successful event and it was nice to hear very positive comments about the airport. Chairman Crowley commented the commissioners received Mr. Markano's e-mail with photos attached.

Discussion and action on lease agreement for 2317 Aviation Drive (Andy Kanehl) – Chairman Crowley asked the record to show that Mr. Kanehl was not present at today's meeting. The Commission has received quite a bit of correspondence regarding this agenda item including a letter dated October 8, 2010 from Mr. Kanehl addressed to the Airport Operations Commission and an e-mail from Mr. Markano with attachments refreshing the Commission's memory on what has transpired the past year and a half. Chairman Crowley asked if the Commission had reviewed the material and the response was yes. Chairman Crowley asked Mr. Markano to address the Commission and offer his recommendation. Mr. Markano gave a brief synopsis of the situation. At the October 14, 2009 Commission meeting, Mr. Kanehl was informed that hangar construction plans were required in six months from the Commission's approval of the assignment date. Six months would have brought the plans for approval at the April 2010 meeting. We did not hear from Mr. Kanehl after the October 2009 meeting. Our office has made calls reminding him of these plans and about land lease invoices that were past due. Unofficially, we tried working with Mr. Kanehl but he never returned our calls or responded to letters mailed out. In July 2010 Mr. Kanehl called (after another certified letter was mailed) and contacted Mr. Markano to say he had the plans for review. Mr. Markano informed him the plans had to be in our office a week before the next Commission meeting for review by our engineer and to address any concerns prior to the meeting. On 7/20/10, Mr. Markano e-mailed hangar construction covenants and minimum standards to Mr. Kanehl because he had questions on roof pitch of the hangar. Mr. Kanehl missed the August meeting cut off date. Another certified letter was mailed on 9/22/10 and Mr. Kanehl called the office the week of October 4, 2010 to say he had the plans and wanted to come in discuss them with Mr. Markano. Mr. Markano asked Mr. Kanehl if he received and read the letter sent to him in September, and he affirmed he had. Mr. Markano stressed to Mr. Kanehl to read the letter thoroughly before going any further. Mr. Kanehl called Mr. Markano back on October 8, 2010 to say he wanted to come in with the plans that afternoon. Mr. Kanehl was instructed to follow the appeal procedure outlined in the letter he received. That same Friday afternoon someone on Mr. Kanehl's behalf dropped off the letter of appeal dated 10/8/10. As of today's meeting, we still have not heard from him other than the response to the appeal. Mr. Markano's recommendation to the Commission is to terminate Mr. Kanehl's lease agreement with the County based on experiences with missed deadlines and late land lease payments. We tried working with him to get this hangar constructed and he did not communicate with us and missed timelines. There have been other parties interested in this lot, the Southwest area is very popular for 60' x 60' hangars. Chairman Crowley asked if Corporation Counsel had been consulted on this issue. Mr. Markano said he spoke with Corporation Counsel and they advised him to proceed with the letter of termination with the appeal to Mr. Kanehl. Chairman Crowley said before discussion on this item he had questions regarding some points raised in Mr. Kanehl's letter to the Commission on improvements made on the lot. Mr. Markano said the hangar area infrastructure was a County capital project. Mr. Walter made some improvements prior to transferring the lot to Mr. Kanehl. Specifically, he had utilities relocated to accommodate a variance he requested. We also worked extensively with Mr. Walter before he decided to find someone else who was interested in the lot. Chairman Crowley asked the Commission if this was enough background information for them along with the documents they received and if they had any questions. Commissioner Schoepke – Obviously this is a very highly desirable lot. Mr. Markano – very desirable. Commissioner Schoepke – There are other interested parties? Mr. Markano said there were two persons interested in this lot that we had to say no to because it was already leased. Commissioner Falstad – How recent were these interests made? Mr. Markano - In February of this year Ms. Vanessa Jago expressed an interest in this lot and was very motivated to construct. In August of this year the Commission approved the lease assignment from Cal Akin to Ms Jago for 2315 Aviation Drive, and we currently have another person interested in constructing a hangar in this area. Vice-Chairman Bluemke - It is good to have persons interested in this lot but if someone enters into a contract with the County and does not fulfill the contract, regardless of whether someone is interested in the lot, we should abide by the rules and regulations for everybody. Chairman Crowley agreed. Commissioner Schoepke – Are other lots available on the airport for Mr. Kanehl if he is still interested in building. Mr.

Markano - There are lots available in the southeast area. Commissioner Falstad – Does the County get background information from persons interested in hangar construction. Mr. Markano – Lot application is generic. Only basic information is requested and aircraft information/ownership. Commissioner Schoepke – Is earnest money put down on these lots? Mr. Markano – Initially, Mr. Walter put down the application fee on this lot. Chairman Crowley asked if there was other discussion on this before he asked for a motion. Motion to deny appeal by Mr. Kanehl and request Mr. Markano to work with Corporation Counsel on a formal letter of termination on the lease agreement of 2317 Aviation Drive was made by Commissioner Falstad with second by Commissioner Schoepke. Motion passed.

Vice-chairman Bluemke suggested Mr. Markano inform Mr. Kanehl in letter of lease termination that lots are available if Mr. Kanehl is still interested in constructing at the airport, and to remind him that the County has long standing procedures he will need to follow in order to construct.

Chairman's Report – Chairman Crowley asked Mr. Markano for feedback on where the County stands with the Commission on alternative revenue sources for the airport. On September 24, 2010 Mr. Markano attended a meeting regarding Aviation Drive and the potential of extending Aviation Drive. People from Parks and Land Use and engineers from Public Works were also at the meeting. Traffic study figures were going to be looked at and Gary Evans, engineer with Public Works, and Highway Department were going to put together some preliminary numbers for extending the road all the way out to Grandview (past the Highway/Fleet Shop). There was brief discussion on potential revenue generation on the land that would become open. The Commission pointed out several areas that would be good locations for a restaurant on the airport. Chairman Crowley asked if there was anything in the Airport Master Plan in regards to growth and adding additional sources of revenue. Mr. Markano said the Master Plan does not look at revenue it just looks at demand and capacity. There was not much talk on alternative revenue there were just some ideas that were thrown out, the main subject of the meeting was extending the road. They will meet again after the figures are determined. Chairman Crowley asked Mr. Becker from a fixed base operator's point of view if he had any comments in regards to extending Aviation Drive and having a restaurant nearby. Mr. Becker suggested the restaurant be close to operations/terminal because in cold weather pilots won't want to be walking very far. The reason people go to certain airports (Janesville/Madison) is because there is a restaurant there. This does not generate much business for the FBO because it is mostly small aircraft going there. The customers that use Atlantic services, pilots are shuttled to nearby restaurants or hotels or they use Atlantic's courtesy vehicles. If there was a facility within walking distance, they would probably go there. As an aviation community aviators would stop by as a meeting place. Chairman Crowley would like to see this on the fast track of the County's agenda between Parks and Land Use, Public Works, County Executive and the Commission. He does not want to see this pushed on the wayside like the airport entrance sign. It has been so hard to get a new sign out at the airport. Chairman Crowley has been talking about this for two and a half years and we are still where we were back then. This is a tremendous opportunity to promote the airport and we need to be open to all options. He asked Mr. Markano to stress the Commission's thoughts about a restaurant at the next meeting with Public Works and that the Commission wants to pursue this aggressively.

Airport Manager's Report – Mr. Markano recalled a meeting with Dale Shaver and the County Executive about a wayfinding signs project for the County along Bluemound Road, Highway J, Northview Road and a new entrance sign for the airport. With downturn of the economy this project did not go through. Parks and Land Use is re-introducing this project in the budget for next year. The Commission would like Mr. Markano to push the entrance sign issue with Ms Bussler to get this done soon.

Capital Projects – Committee meetings with Public Works, Finance and County Executive went fine.

Operating Budget – Review is tomorrow with Public Works and next week Wednesday with Finance.

Tabletop Emergency Exercise – Held on September 28th and that went very well. New telephone lines installed at the Tower and direct line to dispatch 911.

Gate Project – This project started on the September 21st. Median is in at gate 11 and fencing has been moved. As part of the project, the fence from Aviation Drive all the way around to Silvernail Road will be replaced with a ten foot fence (suggested by FAA). Gate project will be stopped in November, but it will not be completed until next Spring.

Pavement – Some paving has been done at the airport where they are relocating the perimeter road and where the island is at gate 9. They have also done some paving on rough spots on the airfield.

Line Striping – This was done on taxi lanes Delta, Fox, and Charlie.

Gator – We purchased a used John Deere Gator from Parks and Land Use to use on the airfield to free up use of the airport vehicle.

Clearing – Highway has done some major clearing on the airport grounds and by the Tower.

Grass Cutting – Highway has been mowing at the airport so we may forego bidding out the mowing and just bid out the A section around the terminal.

Charlie-Delta repaving project – Congress did not approve a budget. Mr. Markano does not expect this project to start on time next year.

Gusts – On Friday and Saturday, September 24th and 25th we had gusts up to 46 miles an hour. We lost about 1200 sq feet of the tar roof on the south T-hangar (676 Northview). Waukesha Roofing was the only contractor that came in to look and gave us an estimate of \$6,800 to patch with an EPDM (rubber) system. There are concerns with this repair if we are going to replace the hangars. Mr. Markano met with Linda Witkowski (Finance) and Betsy Crosswaite (Public Works) to review net present value analysis on reconstructing the building.

Utility recovery – An agreement approved by Corporation Counsel and Purchasing was signed with Utility Recovery Corporation. They will go through the airport's utility bills to check for overcharges and possible exemptions, and if any errors are found the airport will be paid back this money.

Airport Marketing - Mr. Stanich revealed a new airport logo to the Commission. The new logo emphasizes Crites Field as the name of the airport not Waukesha County Airport, because it is a more familiar name to users. Vice-chairman Bluemke – No one outside of the local area knows anything about Crites Field and the people coming here are looking for Waukesha County Airport. Mr. Becker – Agreed with Vice-chairman Bluemke. From a corporate standpoint and pilots coming here, the airport is Waukesha County Airport. Commissioner Schoepke – Waukesha County Airport gives it a more regional feel to it which is the objective to get people flying into the airport. Mr. Stanich explained there is confusion with public relations (news/radio stations) and tenants using both names. In using Crites Field as more prominent, it takes care of these issues. Marketing strategy is more towards tenant retention, communications and bringing people to the airport. Vice-chairman Bluemke – This is a mistake (using the Crites Field name). The Commissioners like the new logo (drawing) but the airport is known as Waukesha County Airport. The name Waukesha County Airport gives the image of a larger airport that has accommodating facilities. Mr. Stanich – Locally there is a problem, the papers refer to the airport as Crites Field. Vice-chairman Bluemke – We are not marketing airport to locals. We want to bring in aircraft that enhance the image of the airport and use of the field. Waukesha is the third largest metropolitan area in the State and marketing should not be promoting Crites Field. Chairman Crowley – Logo drawing is great but needs to be modified (flip flop the names). Commissioner Falstad – If we continue to use Crites we are fighting the battle and suggested taking the name out completely. If not, we will only continue to confuse people as we move forward. The history will always be here and we can do things to preserve it. If we continue to use both names, the media for example, will never change. Chairman Crowley - We are marketing to a much larger audience than southeastern Wisconsin in particular Waukesha County. Mr. Stanich – He will have a new logo to present at the next Commission meeting. Corporate brochure has been completed and ready for printing and hopefully will be available for the November meeting. Website redesign is coming along nicely and expect to launch in early December. The website will have some very good features available for users. Mr. Stanich reviewed Tower Activity and Fuel reports. Air taxi numbers are very good. Fuel sales are up about 6% for the year and 10% at this time last year. We are starting to see an uptrend and that is good.

Future agenda items
Land purchase update
Signage
Alternative Revenue opportunities at airport.

Adjourn
Falstad moved, second by Bluemke to adjourn. Motion carried. Meeting adjourned 7:45 p.m.

Next meeting: Wednesday, November 10, 2010 at 8:00 a.m.

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Respectfully submitted,

Michael A Crowley
Chairman
October 13, 2010